

City of Selah
Council Minutes
January 9, 2018

Regular Meeting
Selah Council Chambers
115 West Naches Avenue
Selah, WA 98942

- A. Call to Order Mayor Raymond called the meeting to order at 4:00pm.

Clerk/Treasurer Novobielski administered the Oath of Office to Jeremie Dufault, Jacquie Matson, and Rachael Glaspie. Once sworn in, the new Council Members took their seats at the table.

- B. Roll Call

Members Present: John Tierney; Roger Bell; Diane Underwood; Russell Carlson; Jeremie Dufault; Jacquie Matson; Rachael Glaspie

Members Absent:

Staff Present: Donald Wayman, City Administrator; Robert Noe, City Attorney; Dale Novobielski, Clerk/Treasurer; Gary Hanna, Fire Chief; Jim Lange, Deputy Fire Chief; Eric Steen, Deputy Police Chief; Joe Henne, Public Works Director; Ty Jones, Public Works Utility Supervisor; Jeff Peters, Community Development Supervisor; Dave Mullen, Recreation Manager; Bree Tait, Civic Center Manager; Andrew Potter, Human Resources Manager; Monica Lake, Executive Assistant

- C. Councilmember Absence – Motion to Excuse **None**

- D. Pledge of Allegiance

Council Member Bell led the Pledge of Allegiance.

- E. Invocation

Deputy Police Chief Steen gave the prayer.

- F. Agenda Changes **None**

- G. Public Appearances/Introductions/ Presentations **None**

- H. Getting To Know Our Businesses **None**

- I. Communications

1. Oral

Mayor Raymond opened the meeting.

Whitney Stohr, Selah Downtown Association, approached the podium and addressed the Council. She said that the Main Street tax credit program opened up on Monday, January 8, and expressed her thanks to the City and local businesses for their support. She remarked that the second annual facade grant improvement program also opened on Monday, and would be open to businesses who want to improve their facades. She went on to say that they have ten thousand dollars set aside for the grant match program, and would love to see several good projects to consider. She finished by saying that applications are available on their website and Facebook page, and the last day for submissions is February 28.

Council Member Tierney inquired if it was dollar for dollar or in kind match for the grant.

Ms. Stohr responded that it's a fifty-fifty dollar match.

Mayor Raymond asked if they capped out on the B&O program.

Ms. Stohr replied in the affirmative, saying that it went faster than they thought. She commented that the Department of Revenue has changed how they administer the program by having it split through all the programs in the state rather than an all-out race on New Year's Day.

Mayor Raymond wondered if there would be opportunity in the second quarter for other businesses who wish to participate.

Ms. Stohr responded that there is a possibility; as any funds not maxed out by the first day of the second quarter go back into the general pot as a free for all to whoever claims them first.

Council Member Bell thanked her for the nice article in the Yakima Herald-Republic.

Ms. Stohr remarked that they want more information on events in Selah.

Seeing no one else rise to speak, Mayor Raymond closed the meeting.

2. Written

- a. December Monthly Report for Building Permits/Inspections and Code Enforcement

J. Proclamations/Announcements **None**

K. Consent Agenda

Council Member Tierney moved, and Council Member Bell seconded, to add N – 1, N – 4, and O – 1 to the consent agenda. By voice vote, approval was unanimous.

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (*) were considered as part of the Consent Agenda.

- * 1. Approval of Minutes: December 12, 2017 Study Session & Council Meeting
- * 2. Approval of Claims and Payroll:
 - Payroll Checks Nos. 81321 – 81340 for a total of \$214,285.91
 - Payroll Checks Nos. 81341 – 81361 for a total of \$274,794.52
 - Claim Checks Nos. 70567 – 70592 for a total of \$ 339.26
 - Claim Checks Nos. 70593 – 70646 for a total of \$118,029.29
 - Claim Checks Nos. 70647 – 70706 for a total of \$170,135.97
 - Claim Checks Nos. 70707 – 70731 for a total of \$ 43,810.20
- * 3. Resolution N – 1: Resolution authorizing the Mayor to sign a Contract for Legal Services with Robert F. Noe, PLLC
- * 4. Resolution N – 3: Resolution authorizing the Mayor to sign an Intergovernmental Cooperation Agreement with Skagit County Fire District #14, a municipal corporation
- * 5. Resolution N – 4: Resolution of the City of Selah Approving the Governance Agreement for the Yakima Valley Conference of Governments (“YVCOG”)
- * 6. Ordinance O – 1: Ordinance Amending Ordinance 2034 Regarding the 2018 Salary Schedule for Management, Confidential, and Unrepresented Employees

Council Member Carlson moved, and Council Member Tierney seconded, approval of the Consent Agenda as read. By voice vote, approval was unanimous.

L. Public Hearings **None**

M. General Business

1. New Business

a. Selection of Mayor Pro Tem for calendar year 2018

Mayor Raymond opened the floor for nominations.

Council Member Underwood nominated Council Member Tierney.

Council Member Tierney volunteered to serve as Mayor Pro Tempore.

Mayor Raymond confirmed Council Member Tierney as Mayor Pro Tempore for calendar year 2018.

b. Board and Committee Assignments for calendar year 2018

Mayor Raymond read through the list of board and committee assignments. Council Members were assigned as follows: Finance Committee – Council Members Carlson, Default, and Matson; Parks & Recreation Board – Council Member Underwood; Lodging Tax Advisory Committee and Selah Tourism Promotion Board – Council Member Tierney; Yakima Valley Conference of Governments – Council Members Carlson and Matson; Yakima Valley Visitors & Convention Bureau – Council Member Tierney; Selah Parks & Recreation Service Area Board – Council Members Bell and Glaspie; Fire Commissioners Board and Volunteers Firefighters Board – Mayor Raymond and Council Member Bell; Selah Chamber of Commerce – Council Member Bell; Selah School District – Council Members Underwood and Bell; Gang Commission – Council Member Tierney; Naches-Selah Irrigation District Voting Member – Mayor Raymond; Selah Downtown Association – Council Member Carlson.

Council Member Tierney asked if they did away with the Selah Parks Foundation.

City Administrator Wayman responded in the affirmative, saying that there is no City function with them, and they have no funds at this point anyway.

Council Member Bell moved to authorize the City to bid on pool operations for 2019.

Council Member Tierney wondered why they would want to bid on that issue.

Council Member Bell thought that the City should bid to provide a comparison on what to do for an operator, and didn't feel that an honest bid would harm the City and could benefit them in spreading the work of the people in the Parks & Recreation Department.

Council Member Carlson felt it was a smart move, because if the SPRSA needs a fallback they have it. He did not think it would be the cheapest bid.

City Administrator Wayman suggested an alternative course of action, of putting together a proposed annual cost if the City was to run it and share that with the SPRSA board to see as they go into Request for Proposals (RFP) process to use as reference point, rather than the City bidding.

Council Member Carlson wondered why they should not bid.

Mayor Raymond asked when they would need to file for the M&O levy, and if the amount would need to be stated at that time.

City Administrator Wayman responded that they would need to file sometime in April, and the levy amount would need to be known.

Mayor Raymond inquired if they had anyone bid on the project yet.

Council Member Bell said that the RFP has not been released yet, and that part of the reason he made a motion was to establish what the levy would be. He added that they have to have a number to throw out there to know what cost to run the M&O levy, and that if the City was the only one to give a number

then they would still have a number, whereas if no one bids then the SPRSA board can't run the levy, because they don't know what it would cost to run the pool.

Council Member Carlson agreed, adding that he thinks they handcuff the board if they don't do it.

Council Member Tierney remarked that he would rather provide them with numbers to reference rather than a formal bid.

Council Member Carlson wondered what the harm was in placing a bid.

Council Member Dufault observed that the SPRSA could accept a bid from the City if one was done, otherwise the City would be a last resort for running the facility.

Council Member Carlson felt that their bid would be reflective of the expected cost, reiterating his comment about handcuffing the SPRSA if the City doesn't do a bid.

Council Member Carlson seconded Council Member Bell's motion.

Council Member Bell commented that either option was acceptable to him, adding that they don't need a motion for a formal bid if they have established numbers for what the cost is.

Council Member Tierney asked if he wanted to withdraw his motion.

Council Member Bell responded that he was willing to withdraw it based on the City moving ahead as City Administrator Wayman suggested.

Council Member Carlson disagreed, saying he would rather they give the SPRSA a bid.

Council Member Tierney agreed with Council Member Dufault.

Council Member Carlson commented that it is part of the risk of being a City, and they run the same risk with all contracted employees.

Mayor Raymond remarked that they should decide if they want to be back in the pool business first.

Public Works Director Henne said that they could give the SPRSA the costs or a one year bid, saying that would allow numbers to fall in place for operating the new pool, and at end of the season they would have a better understanding of the operational costs to go out to do a new RFP.

City Administrator Wayman commented that would not help for an M&O levy.

Public Works Director Henne replied that they could run it at the cost of one year.

Council Member Carlson felt that the general public wouldn't understand if they kept doing annual RFPs.

Public Works Director Henne observed that the amount is locked in when the levy is run.

Council Member Carlson wanted to do a six year bid based on the City's costs.

Council Member Dufault inquired about the time sensitivity, when the SPRSA needs to have address it.

Council Member Carlson thought they had time, but was unsure as to how much.

Council Member Bell withdrew his motion.

Mayor Raymond thought that they needed more discussion on it, as there are too many unanswered questions to decide right now, and that if city runs it then they should have more say in how it is.

Council Member Tierney noted that this isn't dealing with construction but the M&O to run it.

Council Member Carlson moved that the City bid on the RFP.

Council Member Carlson remarked that his concern before was that the levy was so low they were compensating with City funds, and didn't see a problem as long as they bid on actual costs.

Council Member Glaspie wondered if there was doubt about the City not budgeting for this.

City Administrator Wayman said that they can prepare a bid and examine the RFP when it's put out to determine feasibility. He added that they could research and come up with a number for what it would cost to operate the pool for a five to six year M&O, but his suggestion would be to provide numbers without committing the City to operating the pool.

Council Member Carlson felt doing a bid would create an opportunity for them to succeed.

Council Member Tierney liked the idea of putting forward soft dollars and cents for the cost but wasn't sure he wanted to see government compete with private industry in the running of the pool. He felt that there could be someone in the community who would love to run that pool, and thought it better for the community to have private industry taking that responsibility on.

Council Member Carlson disagreed that it would eliminate private industry from bidding, adding that the City would not be the lowest bid.

Council Member Tierney pointed out that could change if the RFP goes out for prevailing wage.

Council Member Carlson remarked that it wouldn't be fair if no one bid on the RFP and the City then says their costs have increased. He wondered why it would be so hard to do a proposal.

Council Member Carlson restated his motion. Council Member Underwood seconded the motion.

Council Member Dufault stated that he was not opposed to bidding on the contract, but was not comfortable voting on it tonight. He added that he understands it to be an important issue and felt it was something that the City should be involved with.

Council Member Carlson commented that he isn't asking for a commitment to a number tonight, just to bidding on the RFP, and that they could move forward after this to come up with numbers.

City Administrator Wayman felt it may be premature to commit to bidding on something that doesn't exist at present, suggesting that Council wait for the RFP and consider it once it's published. He also recommended that Council Members Bell and Glaspie query the board as to whether they want the City bidding on this, and that Council hold off on any decisions until they have more information.

Roll was called. Council Member Tierney – no; Council Member Bell – no; Council Member Carlson – yes; Council Member Underwood – Yes; Council Member Dufault – no; Council Member Glaspie – no; Council Member Matson – no. Motion failed with two yes votes and five no votes.

2. Old Business **None**

N. Resolutions

- * 1. Resolution authorizing the Mayor to sign a Contract for Legal Services with Robert F. Noe, PLLC
- 2. Resolution Authorizing the Mayor to accept the Selah Volunteer Park Project as complete and authorize release of retainage

Public Works Director Henne addressed N – 2. He said that they are asking for acceptance of the work done by the Reclaim Company on Volunteer Park, adding that their work is complete. He referred Council to a letter from the City's engineering Consultant in packet with several items that needed to be completed, saying that there are no liens or claims, and the punch list items have been completed. He finished by saying that they wish to release the retainage of twenty thousand dollars.

Council Member Tierney moved, and Council Member Underwood seconded, to approve the Resolution Authorizing the Mayor to accept the Selah Volunteer Park Project as complete and authorize release of retainage. Roll was called: Council Member Tierney – yes; Council Member Bell – yes; Council Member Carlson – yes; Council Member Underwood – yes; Council Member Dufault – yes; Council Member Glaspie – yes; Council Member Matson – yes. By voice vote, approval was unanimous.

- * 3. Resolution authorizing the Mayor to sign an Intergovernmental Cooperation Agreement with Skagit County Fire District #14, a municipal corporation
- * 4. Resolution of the City of Selah Approving the Governance Agreement for the Yakima Valley Conference of Governments ("YVCOG")

O. Ordinances

- * 1. Ordinance Amending Ordinance 2034 Regarding the 2018 Salary Schedule for Management, Confidential, and Unrepresented Employees

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Deputy Police Chief Steen said that the Citizens Academy would be starting on February 5 and encouraged people to attend. He noted that applications were available at either the Police Station or City Hall.

Council Member Glaspie inquired about the cost and meeting times.

Deputy Police Chief Steen replied that they are free, and would be meeting on Monday nights from 6:30 to 8:30.

Council Member Bell recommended that his fellow Council Members attend, adding that he has attended the last two years.

Council Member Carlson asked for Norma Smith's two cents on the academy.

Norma Smith approached the podium and addressed the Council. She said that this would be her seventh year attending the police academy and she has learned something new every year. She mentioned that kids sixteen and older can attend, and that she feels privileged to be able to go. She thanked the officers who give so much of their time for these classes, adding that people would have a lot of fun attending. She also invited everyone to the next SPRSA meeting on January 22, at 6:30pm at the Civic Center.

Human Resources Manager Potter thanked Council for approving the correction to the salary schedule. He said that the Civil Service Commission met and approved a testing schedule for one firefighter position, adding that they have at least eight applicants from the internal pool of candidates, all of who are experienced volunteer firefighters from our own department.

Fire Chief Hanna said that the new fire engine is at the dealership in the Yakima Valley, and they hope to receive it in next week. He added that they don't have a police academy, but they do have a volunteer program if anyone wants to be a volunteer firefighter, saying that they brought up thirteen new folks for volunteer positions and would be starting the training process that night.

Council Member Glaspie asked about the requirements for volunteers.

Fire Chief Hanna listed the minimal requirements for her.

Civic Center Manager Tait remarked that this weekend is the first crab feed of the season, and that the new projector has been installed.

Community Development Supervisor Peters said that he would be bringing an update for the subarea plan to the next meeting, and from there will go back into a writing phase to write the different options up. He added that the second item he would be bringing in the near future would be a Planning Commission recommendation regarding accessory dwelling units and attached single family dwelling units.

Public Works Director Henne said that the warm weather is helping them as far as putting in new meters and sweeping streets. He went on to say that they are in the middle of reviewing the draft sewer plan, doing a draft of a minimum water pressure Ordinance and sewer user fees, and would sent out an RFQ for Engineering to do a design for the Civic Center parking lot, which closes this week.

Clerk/Treasurer Novobielski referred Council to the handouts he presented them, briefly reviewing the 2017 year end summaries of sales taxes and property taxes. He added that he would provide a report of the first month's sales tax for 2018 at the next meeting.

Council Member Carlson asked where the extra money would be going.

Clerk/Treasurer Novobielski replied that the excess of one hundred forty thousand is currently in the General Fund, which resulted in a larger carryover of cash and investment balance into the New Year.

Council Member Carlson suggested putting the money towards the costs of a new police cruiser.

City Administrator Wayman responded that there are a lot of competing things for those funds, and that while the City did well with sales tax in 2017 there are likely to be unanticipated expenses in 2018. He added that there may also be some police training options they didn't pursue but could, and suggested that Council wait for staff to come back with a request for the funds.

Council Member Carlson remarked that his question was whether to let the money sit or make a decision regarding expenditure.

Mayor Raymond felt they should save it for a rainy day.

Clerk/Treasurer Novobielski commented that they paid the final bills for 2017 tonight, and will be closing the books for the year to see how the numbers ended compared to what was projected.

Mayor Raymond wondered if some excess should be put away for a new police station and city hall.

Clerk/Treasurer Novobielski answered that there have been no provisions for setting aside extra money in the current budget.

Council Member Carlson felt they should have a discussion about the funds.

Council Member Bell felt the dollar amount was fairly insignificant compared to the multi-million budget they passed, and would prefer to see them sit on it and not struggle when they have new expenses crop up. He suggested that they invest the money instead.

Council Member Carlson felt there were multiple ways to invest.

City Administrator Wayman stated that there would be supplemental requests, such as the need for approximately twenty thousand dollars to convert the police department to digital, as we are the only municipality who has not done so our area, and are holding up the rest. He added that they are hoping to get a grant from the tribe to cover the costs, but if not there would need to be a budget adjustment.

Council Member Dufault expressed curiosity as to the register activity item for 2018 YVCOG assessment differing from the amount listed on the Consent Agenda AIS.

Clerk/Treasurer Novobielski told him that the register was correct, that is the amount they are paying.

Community Development Supervisor Peters remarked that the 2017 amount of money is overage for GMA compliance, while the one approved tonight was a Resolution for a contract with YVCOG for Selah to interact with and work through YVCOG.

City Administrator Wayman noted that one is for services and one for membership, adding that they provided services with the City went through the Comprehensive Plan process last year.

Council Member Dufault asked for clarification that one is an annual amount and the other a separate amount contracted with YVCOG.

Clerk/Treasurer Novobielski responded that he would pull the voucher and they could have further discussion on the matter.

Recreation Manager Mullen handed out flyers for the car show, saying that they have made additions this year, such as a barbeque cook off open to anyone. He noted that the judging would be done by select City staff and Council Members.

City Administrator Wayman remarked that they need volunteers to judge.

Recreation Manager Mullen said that they have judging spots for the car show and barbeque judging, and that there would also be cherry pie and apple pie bake offs judged by City staff.

Council Member Tierney suggested a judge from the police department to provide a trophy for most likely to get arrested, adding that a lot of shows do that.

Recreation Manager Mullen noted that they would be closing down First Street from Pingrey Ford to Selah Avenue, add in misting tents and a beer garden, have live music, and more things for kids.

City Attorney Noe had no report.

2. Council Members

Council Member Dufault had no report.

Council Member Glaspie said that she is excited to be there.

Council Member Matson had no report.

Council Member Tierney welcomed the new members, saying that it can be hard to find people in the community willing to step forward and take on the responsibility. He asked that the Council representative to YVCOG register his complaint regarding their summit to be held at Suncadia rather than Yakima, as well as the cost of twenty-seven hundred dollars for two representatives to attend.

Council Member Carlson agreed with him, adding that he would attend the next meeting.

Council Member Bell remarked that talking about YVCOG holding their summit in Kittitas County is like crying wolf when they hold retreats in Yakima not Selah. He said that the SPRSA would be holding an open meeting at the Civic Center after their board meeting on January 22, to discuss the need for a levy and take input from citizens on what they want to see. He added that the school board would also be meeting that night to discuss a new measure to replace John Campbell as well as a kindergarten building at Lince. He urged people to participate in community events.

Council Member Glaspie remarked that in Selah Neighbors they are talking about going live during the SPRSA meeting.

Council Member Bell noted that the school board may change their meeting, as they were not aware there was a conflict with the SPRSA meeting.

Council Member Underwood had no report but welcomed the new members.

Council Member Carlson welcomed the new members. He wondered about the school board running a levy and whether they were applying excess from last year towards that budget.

3. City Administrator

City Administrator Wayman expressed his delight at City Attorney Noe staying on staff, saying that he was so prepared in front of the judge in a recent action, and he has been really satisfied with his representation of the City. He informed Council that they are working on an MOU with the City of Yakima to make sure they have an interoperable system before bringing the contract with Medstar to them for approval.

4. Boards **None**

5. Mayor

Mayor Raymond welcomed the new Council Members. She remarked that the next YVCOG meeting would be January 17th at Nana Kate's, reminding Council to be wary of quorums if they opt to attend.

She commended City staff for doing an awesome job, which she appreciates as the owner of a business in Selah.

Council took a five minutes recess.

P. Executive Session

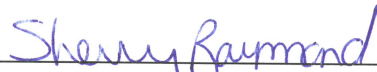
1. 30 Minute Session – Potential Litigation RCW 42.30.110 (1) (i)

Council went into Executive Session at 5:23pm. At 5:54pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Q. Adjournment

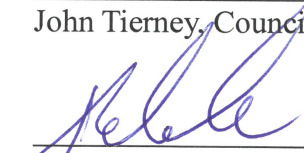
Council Member Carlson moved, and Council Member Bell seconded, that the meeting be adjourned. Motion passed with six yes votes and one no vote.

The meeting adjourned at 5:55pm.

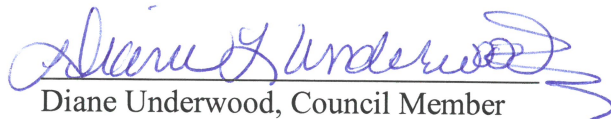

Sherry Raymond, Mayor

John Tierney, Council Member

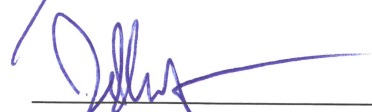
Roger Bell, Council Member



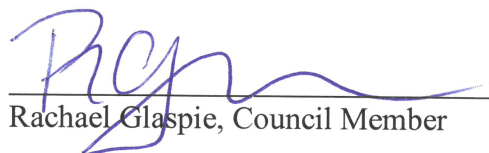
Russell Carlson, Council Member



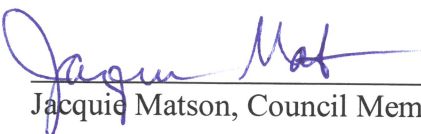
Diane Underwood, Council Member



Jeremie Dufault, Council Member




Rachael Glaspie, Council Member



Jacquie Matson, Council Member

ATTEST:



Dale E. Novobielski, Clerk/Treasurer